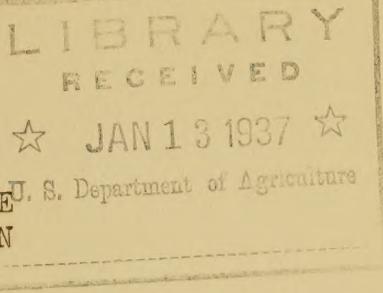


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

January 6, 1937.

MEMORANDUM FOR DIRECTORS OF DIVISIONS AND
CHIEFS OF SECTIONS

This office has recently received Budget and Finance Memorandum No. 28, calling to the attention of this Administration the fact that many travel expense vouchers are submitted for payment by the bureaus of this Department in which the addresses of the payees are not given in sufficient detail to enable the persons handling the checks in payment to make deliveries promptly. When incomplete addresses are given it causes extra work for those handling the mailing and delivery of checks and also delays the receipt of the checks by the payees concerned. In some instances the only address shown on vouchers is the division or bureau in which the payee is employed. Other vouchers carry such addresses as, for illustration, "Room 1029, South Building", "Room 101, Administration Building", "Department of Agriculture", etc.

The Division of Disbursement prefers to have the traveler's home address given on vouchers and to mail checks in payment thereof to that address. It is realized that this is not always feasible and therefore the determination of the point to which checks are to be mailed will be left to the payees or the bureaus in which they are employed.

All vouchers for which checks in payment are to be sent to the office address of the employee should always show the name of the Department, bureau, building in which located, division and room number.

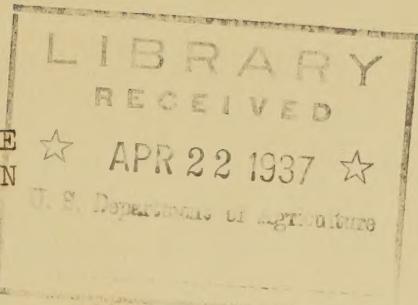
Directors of divisions and chiefs of sections should instruct their administrative assistants to see that all vouchers carry full addresses necessary to the delivery of the checks before such vouchers are transmitted to the Administrative Audit Section for audit and scheduling to the Division of Disbursement, United States Treasury Department.

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



April 3, 1937

MEMORANDUM TO MR. A. W. MANCHESTER
Director, Northeast Division.

Dear Mr. Manchester:

Statements have been made in two recent instances to the effect that county agricultural agents and conservation employees are conducting a campaign of promotion of the Administration's legislative proposals for judicial reform.

In one instance, Frank E. Gannett, publisher of Rochester, New York, was quoted by the Associated Press on March 22 as follows:

"In every county in the farming states the department of agriculture has several persons paid by the government as county agents, soil conservation employees or home economic demonstrators who are actively working for the administration's plan. They have begun to stimulate letters to members of congress and a real propaganda machine financed by the people's money is beginning to function."

In another instance, statements of a somewhat similar nature were made in Congress by Representative Usher L. Burdick of North Dakota. His statements are to be found on page 3793 of the March 31 issue of the Congressional Record.

Employees of administrative branches of the Federal Government are, of course, prohibited by law from participating in any activities or agitation for or against pending federal legislation. The articles of association for the agricultural conservation associations, as you know, definitely specify that these associations are organized to handle local administration of the conservation programs, AND FOR NO OTHER PURPOSE. The clerical or other facilities of the associations must not be used for any political purpose, and the committeemen are specifically forbidden to engage in any political or quasi-political activity.

We feel sure that the charges which have been made are not supported by the facts of the situation, but trust that you will take whatever steps may be necessary to prevent any such activity by administrative personnel of the A.A.A. under your direction.

Sincerely,

H. R. Tolley
Administrator.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



JUN 8
1937
W.H.M

May 4, 1937.

MEMORANDUM FOR STATE AND COUNTY OFFICES

It has been brought to our attention that county offices have in a number of cases failed to make prompt delivery to the payees of checks received in connection with the commodity adjustment programs under the Agricultural Adjustment Act. In some cases checks were found undelivered several months after the date of issuance of such checks.

In delivering checks covering either conservation or adjustment payments designated persons at county offices act as agents of the disbursing officer by whom the checks were drawn, and must observe closely the instructions for the delivery of checks issued by the disbursing officers, particularly with reference to return of undelivered checks. This matter requires serious consideration as there is danger that the present practice of delivering conservation checks through county offices will be discontinued unless county officers conform closely to instructions of the disbursing officers. Checks which cannot be delivered must be returned to the disbursing officers from whom received within twenty-one days after receipt.

It is requested that each county office make a report in quadruplicate showing the information set forth below with respect to each United States Treasury check on hand as of May 10, 1937, which was received on or before April 19, 1937. The report should be made on letter-size paper, typing in the required column headings. The checks for each commodity program and for the conservation program should be grouped in separate sections of the report. A report should be made for each commodity regardless of whether or not any undelivered checks are on hand. If there are no checks on hand for any particular commodity program or the conservation program, the word "None" should be written in the appropriate section of the report.

Report of Undelivered Checks.

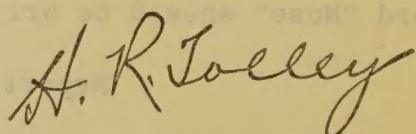
Check No.	Date	Payee	Symbol	Amount	Date Received	Reason for Holding
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:

The check number appears in the upper right corner of the check and the symbol number appears in the lower right corner of the check.

One copy of the report should be maintained in the files of the county office, one copy will be retained by the State office, and the original and duplicate will be forwarded by the State office to the Regional Division at Washington which has supervision of the Agriculture Conservation Program in the State.

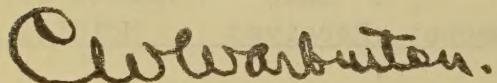
There are in some counties several persons to whom benefit payment checks have been mailed by the Disbursing Office. To insure a complete report, every person who as association treasurer, county agent, or representative designated by the Extension Service, has received benefit payment checks for delivery to contract signers, should prepare a separate Report of Undelivered Checks. It will be the responsibility of the State office to secure reports from all persons who at any time were designated to deliver checks in each county.

It has also been found with respect to some commodity control associations that there remains an unobligated balance in the treasury of the association after all bills have been paid and all checks honored. Upon termination of the activities of any association, any such balance which was derived from the proceeds of United States Treasury checks should be forwarded to the respective Regional Director by check made payable to the "Treasurer of the United States" accompanied by a statement showing clearly what such balance represents. This will not include any balance which can be definitely determined to be funds derived from any other source, but the respective Regional Division should be advised of any such balance, in order that instructions may be issued as to the proper disposition to be made thereof.



Concurred in:

Administrator.



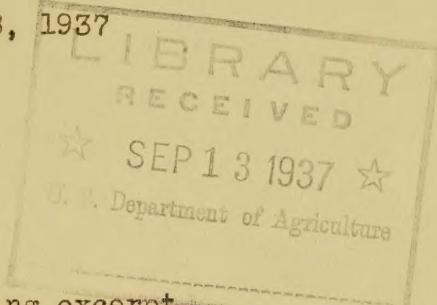
C. W. Warburton
Director, Extension Work.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

August 28, 1937

MEMORANDUM FOR ALL EMPLOYEES



Your attention is called to the following excerpt from the Regulations of the Department of Agriculture with reference to books and periodicals borrowed from the Department library:

"Employees in Washington, D. C., having in their possession any books or periodicals belonging to or borrowed through the Department library or any of its branches, who may leave the city for periods of one week or more, shall return the books or periodicals, or, if they are needed for general office use, shall place them in the care of some one who will be able to return them when called for by the library. In the latter case the library shall be notified in advance of the arrangement and informed of the name of the person who will have the care of the books or periodicals.

"Books or periodicals belonging to or borrowed through the Department library or any of its branches shall not under any circumstances be kept in locked desks, left at home, or kept in any place where they will not be readily accessible for Department use. No books or periodicals belonging to or borrowed through the Department library or any of its branches shall be taken out of the city without first obtaining the permission of the Department librarian."

T. Weed Harvey

T. Weed Harvey,
Assistant to Administrator.

